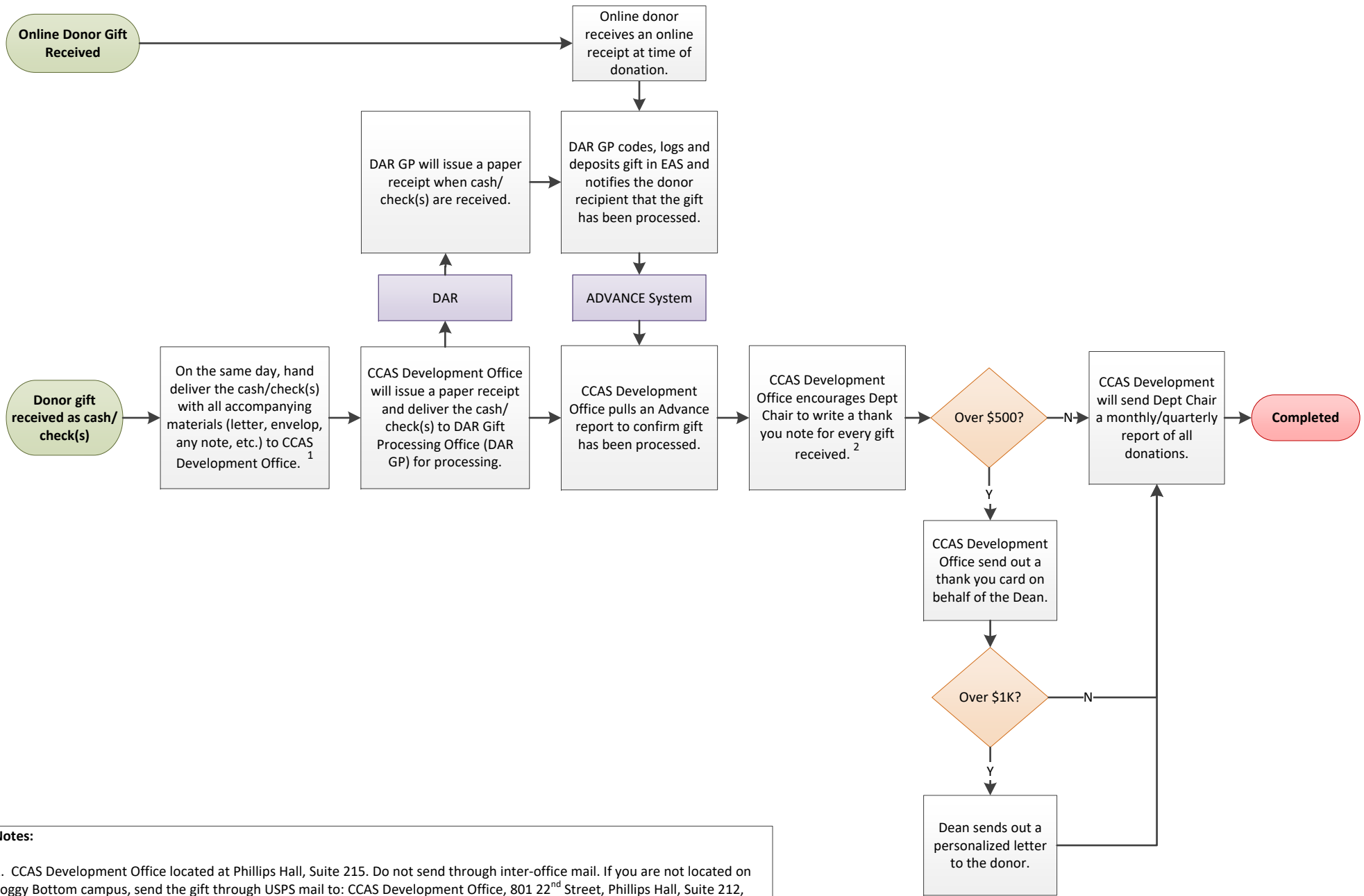


# Receiving Donor Gifts Process



**Notes:**

1. CCAS Development Office located at Phillips Hall, Suite 215. Do not send through inter-office mail. If you are not located on Foggy Bottom campus, send the gift through USPS mail to: CCAS Development Office, 801 22<sup>nd</sup> Street, Phillips Hall, Suite 212, Washington, DC 20052. If major gifts (>\$100K), contact CCAS Development Office to discuss next steps.
2. A sample thank you letter or a template can be provided by calling CCAS Development Office at X 4-6063

For more information, please see **Section 2** of the **CCAS Staff Manual and Resource Guide**.